



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures – 2.07 Driver / Operator Training



DRIVER / OPERATOR TRAINING

Effective: August 15, 2025
Scheduled Review: August 15, 2028
Approved: Fire Chief Mike Kennedy

I. PURPOSE

To identify the process for an employee to become a driver / operator for all apparatus.

II. SCHEDULING OF DRIVER / OPERATOR CERTIFICATION TRAINING

A driver / operator candidate shall inform their battalion chief of needing training time on an engine, ladder or tower classification. Failure of the driver / operator candidate to prepare for promotional vacancies is not the burden of the battalion chief to accommodate moves to allow for expedited training.

If staffing for a particular day does not allow for working higher class time to accommodate the driver / operator training, the battalion chief may hire overtime. The driver / operator candidate shall be listed as “EDU.” Each driver / operator candidate is afforded 32-hours (4, 8-hour days from 0700-1500) cumulative hours of working higher class time or overtime.

III. RESCUE TYPE APPARATUS

Employees during the later stages of their probationary period shall complete the following prerequisites for certification as a driver / operator of rescue type apparatus.

- A. Michigan Fire Fighters Training Council – Drivers Training, which includes successful completion of emergency vehicle competency course.
- B. The driver / operator candidate shall successfully complete and document ten (10) hours of supervised non-emergency driving of a rescue type vehicle.
- C. Upon completion of these prerequisites, the employee shall inform the training officer. The training officer shall verify completion of the prerequisites. Upon successful completion of all prerequisites, the training officer will notify the office manager, assistant chief of operations, and fire chief. The office manager is responsible to update the employee’s profile in Telestaff.
- D. Per the Bureau of Fire Services, the training officer or fire chief shall record completion of the employee’s certification within the respective employee’s SMOKE profile.

IV. PREREQUISITES – ENGINES, LADDER & TOWER APPARATUS

An employee interested in gaining certification as a driver / operator in the classifications of engines, ladder or tower shall complete the following prerequisites prior to starting the training program.

- A. Michigan Fire Fighters Training Council – Drivers Training, which includes successful completion of emergency vehicle competency course and ten (10) hours of documented normal traffic drive time of a vehicle weighing over 25,001 lbs.
- B. Michigan Fire Fighters Training Council – Pump Apparatus Operator



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- C. Completion of probation.
- D. Approval from assigned lieutenant, battalion chief, training officer, and assistant chief assigned to operations.

V. ENGINE COMPANY TRAINING

- A. An employee who meets the above prerequisites will be assigned a “Driver Operator Certification Manual.” This manual and skills assessment shall be completed within one year of assignment. Failure of the employee to earn certification within the one year will require the employee to start the process over. The training officer will notify the assistant chief of operations that an individual has started the driver / operator certification process.
- B. The driver / operator candidate shall successfully complete ten (10) emergency responses driving an engine or ladder company. If deficiencies are encountered with emergency driving, additional hours and training may be assigned by the training division.
- C. Upon completion of the “Driver Operator Certification Manual,” the employee shall notify the training officer via City email and provide the training officer the employee’s completed manual for review. The training officer shall have ten (10) City business days to complete the manual review. Any questions raised by the training officer after review shall be satisfactorily answered as determined by the training officer. Upon a successful manual review, the training officer will schedule the skills assessment with the employee. The training officer or other approved evaluator as designated by the fire chief shall administer a skills assessment to ensure the driver / operator candidate possesses the competencies needed to serve as a driver / operator.
- D. The evaluator will sign off on each skill station upon successfully completed by the driver / operator candidate. If the candidate does not successfully complete a skill station, the evaluator may provide remedial training. If time permits, the driver / operator candidate may retest on that skill station on the same day. This is at the sole discretion of the training officer or designee.
- E. Upon successful completion of all skill stations, the training officer will notify the office manager, assistant chief of operations, and fire chief. The office manager is responsible to update the employee’s profile in Telestaff

VI. LADDER COMPANY TRAINING

This applies to aerial apparatus with a fixed aerial ladder without a platform / bucket.

- A. Once an employee has successfully completed engine company certification, the employee may start the aerial apparatus module of the “Driver Operator Certification Manual.” Once started, the ladder company module shall be completed within one year. Failure of the employee to complete this module within the one year will require the employee to start the module over. The training officer shall also notify the assistant chief of Operations that an individual has started the ladder driver / operator certification process.



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- B. The ladder company driver / operator candidate shall successfully complete and document ten (10) hours of supervised non-emergency driving of the specific aerial apparatus the employee is looking to be certified on. If the candidate has completed the tower certification, the ladder apparatus driver / operator candidate shall successfully complete and document two (2) hours of supervised non-emergency driving of the ladder company.
- C. Upon completion of the aerial apparatus module of the “Driver Operator Certification Manual,” the employee shall notify the training officer via City email and provide the training officer their completed manual for review. The training officer shall have ten (10) City business days to complete the manual review. Any questions raised by the training officer after the review shall be satisfactorily answered as determined by the training officer. Upon a successful manual review, the training officer shall schedule the skills assessment with the employee. The training officer or other approved evaluator as designated by the fire chief shall administer a skills assessment to ensure the driver / operator candidate possesses the competencies needed to serve as a driver / operator of the specific aerial apparatus the employee is looking to be certified on.
- D. The evaluator will sign off on each skill station once successfully completed by the driver / operator candidate. If the candidate does not successfully complete a skill station, the evaluator may provide remedial training. If time permits, the driver / operator candidate may retest on that skill station on the same day. This is at the sole discretion of the training officer or designee.
- E. Upon successful completion of all skill stations, the training officer will notify the office manager, assistant chief of operations, and fire chief. The office manager is responsible to update the employee’s profile in Telestaff

VII. TOWER COMPANY TRAINING

This applies to aerial apparatus with a fixed aerial ladder with a platform / bucket.

- A. Once an employee has successfully completed engine company certification, the employee may start the aerial apparatus module of the “Driver Operator Certification Manual.” Once started, the tower company module shall be completed within one year. Failure of the employee to complete this module within the one year will require the employee to start the module over. The training officer shall also notify the assistant chief of operations that an individual has started the tower driver / operator certification process.
- B. The tower company driver / operator candidate shall successfully complete and document ten (10) hours of supervised non-emergency driving of the specific aerial apparatus the employee is looking to be certified on.
- C. Upon completion of the aerial apparatus module of the “Driver Operator Certification Manual,” the employee shall notify the training officer via City email and provide the training officer their completed manual for review. The training officer shall have two-weeks to complete the manual review.



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Any questions raised by the training officer after the review shall be satisfactorily answered as determined by the training officer. Upon a successful manual review, the training officer shall schedule the skills assessment with the employee.

The training officer or other approved evaluator as designated by the fire chief shall administer a skills assessment to ensure the driver / operator candidate possesses the competencies needed to serve as a driver / operator of the specific aerial apparatus the employee is looking to be certified on.

- D. The evaluator will sign off on each skill station once successfully completed by the driver / operator candidate. If the candidate does not successfully complete a skill station, the evaluator may provide remedial training. If time permits, the driver / operator candidate may retest on that skill station on the same day. This is at the sole discretion of the training officer or designee.
- E. Upon successful completion of all skill stations, the training officer will notify the office manager, assistant chief of operations, and fire chief. The office manager is responsible to update the employee's profile in Telestaff